



MI'GMAWEI MAWIO'MI SECRETARIAT

2 Riverside West • Listuguj, Gespe'gewa'gi • GOC 2RO

Career Opportunity!

Executive Assistant to the Angotmeq N'mtginen Director

Career Profile

Reporting directly to the AN Director, the Executive Assistant will provide a wide range of executive duties in support of the AN Unit in order to ensure effective and efficient operations. The Executive Assistant is expected to have an active pulse on the work of the unit, keeping up with work plans, deadlines for consultations and other related programing needs.

Responsibilities

- Prepare the workplan for the Ango'tmeq Nm'tginen (AN) Directorate by consulting with the team
- Participate in meetings and conduct necessary follow up as identified by the Director.
- Ensure that the workplan is being updated weekly, flag any areas where attention is required or deadlines are not being met, conduct the necessary follow up by inquiring with the responsibilities on behalf of the Director of AN and report accordingly.
- Manage the travel account for the Director of AN, ensuring that all travel itineraries and travel reports are completed and submitted according to company policy.
- Conduct filing, as required by the Director.
- Participate in all MMS staff and MM meetings
- Initiate weekly meetings with the Director to discuss priorities and action plans.
- Manage the consultation calendar.
- Coordinate weekly meetings on the AN workplan with the unit, update workplan weekly according to the updates provided.
- Travel, as required to act as the record keeper during meetings, as identified by the Director
- Complete weekly timesheets for the Director
- Prepare correspondence, as required to both internal and external recipients.
- Other duties as determined by the AN Director in support of MMS' goals and objectives.

To Qualify for this position, you should :

- Possess a High School Diploma or GED
- Have completed a Certificate or Training in office management, secretarial or other related studies
- Be highly organized
- Work well as a part of a team
- Be fluent in English and French both written and spoken
- Exercise discretion and confidentiality
- Have the ability to multitask various files at the same time

Location of position

This position can be located in Gesgapegiag, Gespeg or Listuguj

Applicants

We encourage all qualified persons to apply. Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

Please email your resumé and letter of interest to Tanya Barnaby-Williams, Executive Director at tbarnaby@migmawei.ca.

This posting will remain open until the position is filled.